

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
*IN-HOUSE OPPORTUNITY***



DATE: April 29, 2004

POSITION: Case Manager to
U.S. District Judge Nina Gershon

LOCATION: Brooklyn Courthouse

CLASS LEVEL: To CL 27

SALARY RANGE: \$41,070 - \$66,782

CLOSING DATE: May 5, 2004

VACANCY NO.: 04-03

DUTIES AND RESPONSIBILITIES: A Case Manager provides clerical and administrative support to a U.S. District Judge. Duties include: comprehensive case management for all civil and criminal cases, maintaining control of the case records assigned to Judge Nina Gershon; empanels juries and administers oaths to witnesses; confers with attorneys and prepares reports on the status of cases; coordinates court appearances for all parties including attorneys and interpreters; arranges for appointment of counsel pursuant to the Criminal Justice Act; calls the court calendar and takes the calendar minutes of the Court; prepares and enters judgments, other court orders, and statistical reports; performs other duties as assigned.

REQUIRED QUALIFICATIONS: An undergraduate degree is preferred. Two years of general experience, and two years of specialized experience are also preferred; and are used to fix the starting salary level. **The incumbent must possess excellent computer, communication, organizational and interpersonal skills.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possess of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws such as might be found in a law office or a Clerk's Office of a Federal, State or local court.

PLEASE SUBMIT TWO COPIES OF A CURRENT RÉSUMÉ AND COVER LETTER TO:

***PERSONNEL OFFICE, Room 114,
U.S. District Court, Clerk's Office***

***THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF NEW YORK IS
AN EQUAL OPPORTUNITY EMPLOYER.***